

Iowa Department of Human Services
IMPORTANT INFORMATION ABOUT ACCEPTING SERVICE OF PROCESS

TO:

DATE: _____

FROM:

Child Support Recovery Unit

REGARDING:

Child(ren): _____

CSC No.: _____

Docket No.: _____

County: _____

Telephone: _____

The Child Support Recovery Unit (CSRU) is required to take an action on a child support case involving you. This action may be to get an order for child support or medical support, or to change or enforce one you already have. CSRU needs to give you certain legal papers to start the process and needs proof that you got them. One way for us to get this proof is for you to sign the acceptance sheet with this letter. If you do not wish to sign this sheet, CSRU will send the legal papers to a sheriff or private process server who will come to your home or place of work to give you the papers.

You have the choice of signing an acceptance sheet because CSRU records show you may be staying at a shelter (crime victim center). Signing this acceptance to say you got the legal papers does not limit your right to disagree with what is in the legal papers. The acceptance sheet is named the Waiver of Personal Service and Acceptance. If you sign this sheet in front of a notary and send it back to CSRU within the time it is due, CSRU will not need to send the legal papers to a sheriff or private process server to give to you at your home or workplace. Notaries can be found at most banks, police offices, and child support offices.

If you want to sign to say you received the legal papers, you can do this either by:

1. Signing the "Waiver of Personal Service and Acceptance" and having it notarized and sent back to CSRU. (Do not send the other enclosed forms. Keep them so you know the steps that will be taken and your rights to object to the entry of an order against you.)

By this date: _____

OR

2. Going to this office with photo identification: **During this time:** _____

By this date: _____

WARNING

CSRU wants you to decide if it is important for you to keep your address private. If you are worried about having your address seen by others, you may want to sign the acceptance sheet. This is because most court files are open for anyone to see and the documents proving you got the legal papers will be in your court file. The acceptance sheet does not contain your address. The service sheet by the sheriff or private process server may show your address.

If you have any questions, please contact our call center, the local CSRU office, or your private attorney. Our call center, Specialized Customer Service Unit, can be reached at 515-242-5530 (Local Calls) or 1-888-229-9223 (Toll Free Within the United States).